



## Real Estate Services Department

### Leasing and Acquisition

March 2, 2016

**RE: REQUEST FOR PROPOSALS (RFP) – SAN BERNARDINO – DEPARTMENT OF AGING AND ADULT SERVICES & PUBLIC AUTHORITY IN-HOME SUPPORTIVE SERVICES PROGRAM – REQUIREMENT FOR OFFICE SPACE**

Dear Prospective Proposers:

San Bernardino County's Real Estate Services Department is accepting proposals prior to **April 29, 2016, at 5:00 p.m.**, for the lease of a building for commercial office use for the Human Services (HS) Departments: Department of Aging and Adult Services ("DAAS") and Public Authority In-Home Supportive Services Program (IHSS PA) in the San Bernardino area. Specifications are for a 29,471 square foot build-to-suit or existing building. The desired occupancy date is July 1, 2018, or sooner.

- ±29,471 square feet of commercial office space
- Lease term of ten (10) years with two (2) five-year options
- Parking Requirements: 250, including eight (8) spaces reserved for County vehicles
- Modified existing Class A or new build-to-suit building
- Full service lease preferred
- San Bernardino area, within the boundaries set by:
  - 210 Freeway on the east
  - 10 Freeway on the south
  - 215 Freeway on the west
  - Highland Avenue on the north

The RFP package including premises specifications, a sample floor plan and lease agreement can be obtained via the County's eProcurement (ePro) website, <https://epro.sbcounty.gov> (Bid # RESD116-RES-1781) or by calling our office at (909) 387-5252 or emailing [admin@res.sbcounty.gov](mailto:admin@res.sbcounty.gov). If you have space that meets these requirements, please send a proposal per the instructions in the RFP package to the following address no later than **5:00 p.m., on Friday, April 29, 2016**:

County of San Bernardino  
Real Estate Services Department  
385 N. Arrowhead Avenue, 3<sup>rd</sup> Floor  
San Bernardino, CA 92415-0180  
Attn.: Elsy Banks

Proposers are required to register at <http://epro.sbcounty.gov/epro> prior to the submission deadline. Late or incomplete proposals will not be accepted. Please provide your assigned ePro Vendor Number on the proposal. For assistance with registration or other ePro functions, please contact Vendor Support via email at [ePro.Vendors@buyspeed.com](mailto:ePro.Vendors@buyspeed.com) or via phone at (855) 800-5046.

If you have questions regarding this RFP, please contact Elsy Banks at (909) 677-7950 or via email at [ebanks@res.sbcounty.gov](mailto:ebanks@res.sbcounty.gov).

Sincerely,

Elsy Banks, Real Property Agent

cc: Ron Buttram – DAAS  
Rosa Hidalgo – IHSS PA  
Adolphus Okeke – HS ASD

RFP – CIP No. 15-256